



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I (SPECIALIST)

\$5,181 - \$6,437

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

(PENDING BUDGETS APPROVAL)

RESPONSIBILITIES: Under the general direction of the Staff Services Manager II, the incumbent manages the cdiHR system for the Human Resources Management Division. The cdiHR Manager is the lead person over one Personnel Specialist and performs complex analytical studies in support of the Department's cdiHR Human Resources and Timekeeping system. The incumbent is responsible for researching, analyzing and troubleshooting a variety of sensitive personnel related issues as it relates to the cdiHR system functionality and future enhancements. The incumbent is responsible for the most complex analytical and technical duties of the cdiHR system.

DESIRABLE QUALIFICATIONS:

- Extensive knowledge of principles, practices and trends of public and business administration, including management and supportive staff services such as budgeting, personnel, management analysis, planning, program evaluation or related areas;
- Extensive knowledge in principles and practices of employee leadership, development and training;
- Extensive personnel transactions experience at the supervisor level which includes the areas of the Attendance Reporting or other automated time keeping systems, the State Controllers System, and experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Ability to research and develop methods, processes, and procedures regarding complex and diverse personnel practices designed to obtain consistency within Human Resources and the Department;
- Ability to work under pressure within mandated timeframes;
- Excellent computer skills with a working knowledge of Microsoft Office software;
- Dependable, reliable and have excellent attendance;
- Ability to communicate effectively both orally and in writing with all levels of staff;
- Excellent time management skills and the ability to organize and manage workload while planning, organizing and directing the work of staff.
- Experience with SCO position management and reconciling related data within cdiHR and the SCO.
- Knowledge and experience with Oracle Human Resource Applications

07/08/15

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.**

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Interested applications must submit ALL of the following to the contact listed on this posting.

- A completed Standard State Application (STD 678)
- Statement of Qualifications

STATEMENT OF QUALIFICATIONS:

In addition to the state application, each prospective applicant is required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications relevant to this position. The SOQ serves as documentation to demonstrate the candidate's ability to present clear and concise information. This document must be no more than two pages in length. Resumes do not take the place of the SOQ. Applicants who fail to submit the SOQ will be eliminated from the selection process.

Send your application and SOQ to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager I, #413-191-4800-XXX" ON THE STATE APPLICATION.**

APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email Reginald.Justo@insurance.ca.gov

FINAL FILING DATE: Monday, July 20, 2015 (Close of Business – 5:00 p.m.)

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NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) and SOQ is required for each recruitment for which you would like to be considered.

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